

ENTERPRISE FUNDS

This section contains the adopted budgets for three of the City's Enterprise Funds. Two other enterprise funds for electric and water are in the Burbank Water and Power section. These funds are used to account for operations financed and operated in a manner similar to a private business enterprise.

The funds in this section include:

Water Reclamation & Sewer Fund	Fund 494
Golf Fund	Fund 495
Refuse Collection & Disposal Fund	Fund 498

Water Reclamation & Sewer Fund

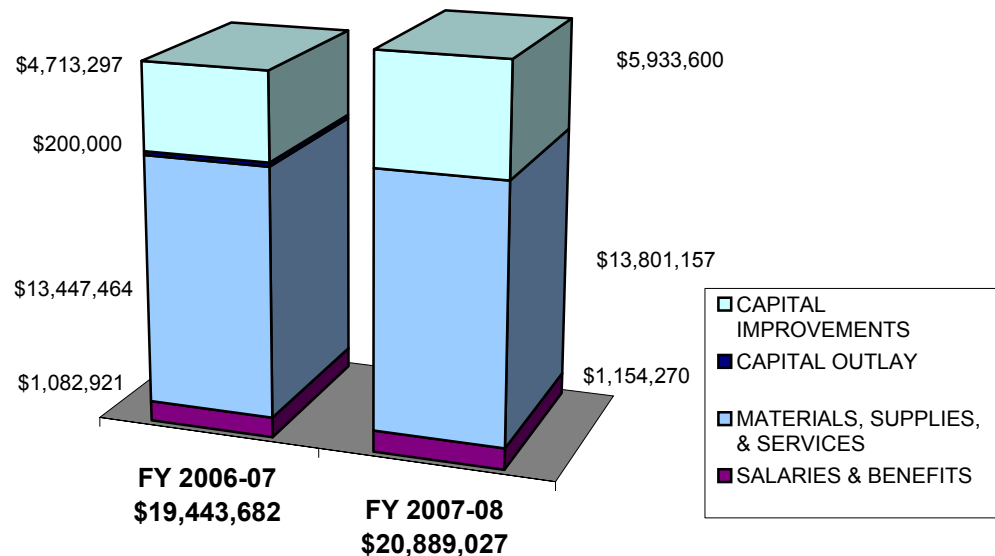
Fund 494

The City's Water Reclamation Plant and Sewer System are run as a separate enterprise, funded exclusively by sewer connection fees and monthly charges. General Fund revenues are not used to support this fund's operations, which is administered by the Public Works Department.

FUND SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	10.000	11.000	11.000	
Salaries & Benefits	\$ 932,831	\$ 1,082,921	\$ 1,154,270	\$ 71,349
Materials, Supplies, Services	11,313,486	13,447,464	13,801,157	353,693
Capital Outlay		200,000		(200,000)
Capital Improvements	5,940,363	4,713,297	5,933,600	1,220,303
TOTAL	\$ 18,186,680	\$ 19,443,682	\$ 20,889,027	\$ 1,445,345

WATER RECLAMATION & SEWER FUND 494 SUMMARY



Water Reclamation & Sewer Fund

Operations Section

The Water Reclamation and Sewer Fund Operations Program is comprised of three sections: Engineering & Design, Industrial Waste Permitting & Inspection, and Plant Operations & Maintenance. Operation and maintenance of the City's Water Reclamation Plant, Industrial Waste Monitoring, and some aspects of enforcement are all provided by outside professional services.

Other program functions include issuing sewer permits, collecting and updating sewer fees, preparing reports and studies relating to the City's Sewer Master Plan and infrastructure needs, and coordinating related administrative activities with the City of Los Angeles, state and federal regulating agencies.

SECTION SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	4.000	4.000	4.000	
Salaries & Benefits	\$ 627,414	\$ 489,159	\$ 522,752	\$ 33,593
Materials, Supplies, Services	10,964,638	13,010,490	13,376,759	366,269
Capital Outlay		200,000		(200,000)
Capital Improvements	5,938,787	4,573,297	5,683,600	1,110,303
TOTAL	<u>\$ 17,530,839</u>	<u>\$ 18,272,946</u>	<u>\$ 19,583,111</u>	<u>\$ 1,310,165</u>

Water Reclamation & Sewer Fund

Engineering & Design Section

494PW23A

The Engineering & Design section provides for present and future needs of the community related to the collection, treatment, and disposal of residential, commercial, and industrial wastewater in compliance with federal, state, and local regulatory agencies; coordinates with other City agencies and organizations for wastewater management; and organizes, plans, and performs all administrative, operational, and maintenance functions for wastewater related facilities and capital improvement projects.

OBJECTIVES

- Administer operation and maintenance contract for the City's Water Reclamation Plant and associated facilities.
- Coordinate with other City departments on projects related to sewage collection, treatment, and disposal.
- Coordinate with City of Los Angeles for all activities related to contracts between Burbank and L.A. for treatment and disposal of wastewater and waste sludge to the L.A. Wastewater Treatment System.
- Coordinate with U.S. Environmental Protection Agency (EPA), Regional Water Quality Control Board, and South Coast Air Quality Management District for regulations pertaining to the Burbank Water Reclamation Plant.
- Plan, design, and execute capital improvement projects for present and future wastewater management facility needs.
- Perform all tasks related to establishment and implementation of sewer service and facilities charges.

BUDGET HIGHLIGHTS

This section provides for professional services to meet U.S. EPA or Water Quality Control Board regulations relating to water quality discharge requirements.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology). This allocation is calculated based on the annual cost allocation study following Federal Office of Management and Budget guidelines.

Direct charges reimburse the General Fund's Salary and Benefit costs of the Water Reclamation & Sewer Fund's portion of the City Engineer position, portions of an Administrative Analyst I in Public Works, an Administrative Analyst I in Management Services, and 80% of one Information Systems Analyst III position.

SECTION SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	1.900	1.900	1.900	
Salaries & Benefits	\$ 411,714	\$ 222,252	\$ 230,609	\$ 8,357
Materials, Supplies, Services	1,860,156	4,393,339	4,296,250	(97,089)
TOTAL	<u>\$ 2,271,870</u>	<u>\$ 4,615,591</u>	<u>\$ 4,526,859</u>	<u>\$ (88,732)</u>

Water Reclamation & Sewer Fund

Industrial Waste Permitting & Inspection Section

494PW23B

The Industrial Waste Permitting & Inspection section provides industrial/commercial waste management to fully comply with federal, state, and local regulations.

OBJECTIVES

- Develop and enforce the local pretreatment program and enforcement regulations in full conformance with the U.S. EPA, California Regional Water Quality Control Board, State Water Resources Control Board, and other local agency regulations.
- Coordinate with appropriate federal, state, and local agencies in regard to industrial/ commercial wastewater management.
- Administer the contract for field activities of the local pretreatment program/enforcement.
- Plan, develop, and execute industrial waste capital improvement projects.
- Administer and enforce the City's Stormwater Management Plan.

BUDGET HIGHLIGHTS

The Private Contractual Services account provides for the contract operation of the Industrial Pretreatment Program, outside laboratory services and funding for the Stormwater Management Plan to comply with the National Pollution Discharge Elimination System (NPDES) permit. Refer to the Professional Services Agreements (PSA) listing in the Appendix for detailed information on services provided.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	1.250	1.250	1.250	
Salaries & Benefits	\$ 111,387	\$ 151,237	\$ 166,703	\$ 15,466
Materials, Supplies, Services	1,350,570	1,516,070	1,548,136	32,066
TOTAL	\$ 1,461,957	\$ 1,667,307	\$ 1,714,839	\$ 47,532

Water Reclamation & Sewer Fund

Plant Operations & Maintenance Section

494PW23C

The Plant Operations and Maintenance section provides the treatment and disposal of residential, commercial, and industrial wastewater generated in the City, and protects the receiving water quality.

OBJECTIVES

- Treat approximately 9 million gallons per day of industrial, commercial, and residential wastewater at the City's Water Reclamation Plant.
- Treat approximately 3 million gallons per day of wastewater and sludge at the City of L.A. Hyperion Treatment Plant.
- Oversee contract operation of the City's Water Reclamation Plant.
- Coordinate with U.S. EPA, State Water Resources Control Board, and California Regional Water Quality Control Board relative to obtaining necessary permits, reporting requirements, etc.
- Evaluate, plan, design, and execute capital improvement projects needed to meet the NPDES permit requirements, etc.

BUDGET HIGHLIGHTS

The Governmental Services account funds the City's share for sewage treatment and disposal to the City of Los Angeles Wastewater Treatment System per a contract agreement. The appropriation is based on City of Los Angeles projections.

The BWP Billing Service account pays for the cost of billing service charges. BWP bills and collects revenues from all sewer customers for the Public Works Department.

This section reimburses the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	0.850	0.850	0.850	
Salaries & Benefits	\$ 104,313	\$ 115,670	\$ 125,440	\$ 9,770
Materials, Supplies, Services	7,753,912	7,101,081	7,532,373	431,292
Capital Outlay		200,000		(200,000)
Capital Improvements	5,938,787	4,573,297	5,683,600	1,110,303
TOTAL	\$ 13,797,012	\$ 11,990,048	\$ 13,341,413	\$ 1,351,365

Water Reclamation & Sewer Fund

Sewer Maintenance Section

494PW23D

The Sewer Maintenance section video inspects and cleans the City's sewer system.

OBJECTIVES

- Clean 230 miles of the City sewer system.
- Respond to all reported sewer stoppages.
- Check and clean the Mariposa pumphouse twice a month.
- Check and clean various trouble areas, siphons, manholes, restaurants, and mainlines with root problems on a monthly basis.
- Repair and remodel manholes and construct and repair sewer and drainage lines.
- Check seven stormwater pump houses before storms for operational readiness.
- Video inspect main sewer line for damage assessment.

BUDGET HIGHLIGHTS

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	6.000	7.000	7.000	
Salaries & Benefits	\$ 305,417	\$ 593,762	\$ 631,518	\$ 37,756
Materials, Supplies, Services	348,848	436,974	424,398	(12,576)
Capital Improvements	1,576	140,000	250,000	110,000
TOTAL	<u>\$ 655,841</u>	<u>\$ 1,170,736</u>	<u>\$ 1,305,916</u>	<u>\$ 135,180</u>

Water Reclamation & Sewer Fund

Operations Program - Engineering & Design Section

494PW23A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2005-06	FY 2006-07	FY 2007-08	PRIOR YEAR
STAFF YEARS		1.900	1.900	1.900	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 301,364	\$ 168,987	\$ 172,110	\$ 3,123
60006	Overtime	5,163	3,000	3,191	191
60012	Fringe Benefits	105,187	50,265	55,308	5,043
		411,714	222,252	230,609	8,357
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services	\$ 383,073	\$ 498,000	\$ 392,000	\$ (106,000)
62135	Government Services	9			
62140	Special Services	2,369	3,000	3,000	
62220	Insurance	165,459	118,534	118,534	
62235	Services of Other Dept - Indirect	102,076	104,916	166,911	61,995
62240	Services of Other Dept - Direct	115,174	120,703	62,669	(58,034)
62300	Special Departmental Supplies	766	1,200	1,200	
62420	Books & Periodicals	119	200	200	
62485	F535 Comm Equip Rental	16,724	17,339	23,201	5,862
62496	F537 Computer Equip Rental	7,617	7,618	6,706	(912)
62755	Training	2,592	5,500	5,500	
62895	Miscellaneous	770	800	800	
63005	Depreciation	1,063,408	3,515,529	3,515,529	
		1,860,156	4,393,339	4,296,250	(97,089)
PROGRAM TOTAL		\$ 2,271,870	\$ 4,615,591	\$ 4,526,859	\$ (88,732)

Water Reclamation & Sewer Fund

Operations Program - Industrial Waste & Inspection Section

494PW23B

		EXPENDITURES FY 2005-06	BUDGET FY 2006-07	BUDGET FY 2007-08	CHANGE FROM PRIOR YEAR
STAFF YEARS		1.250	1.250	1.250	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 85,673	\$ 117,246	\$ 127,015	\$ 9,769
60012	Fringe Benefits	25,714	33,991	39,688	5,697
		111,387	151,237	166,703	15,466
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services	\$ 135	\$ 62,000	\$ 26,000	(36,000)
62170	Private Contractual Services	1,222,372	1,329,536	1,429,536	100,000
62235	Services of Other Dept - Indirect	53,012	51,744	41,110	(10,634)
62420	Books & Periodicals		1,000	1,000	
62435	General Equip Maint & Repair	48,256	48,500	27,200	(21,300)
62700	Memberships & Dues	18,388	22,515	22,515	
62755	Training	119	575	575	
62895	Miscellaneous	14	200	200	
63005	Depreciation	8,274			
		1,350,570	1,516,070	1,548,136	32,066
PROGRAM TOTAL		\$ 1,461,957	\$ 1,667,307	\$ 1,714,839	\$ 47,532

Water Reclamation & Sewer Fund

Operations Program - Plant Operations & Maintenance Section

494PW23C

		EXPENDITURES FY 2005-06	BUDGET FY 2006-07	BUDGET FY 2007-08	CHANGE FROM PRIOR YEAR
STAFF YEARS		0.850	0.850	0.850	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 80,382	\$ 90,072	\$ 96,282	\$ 6,210
60012	Fringe Benefits	23,931	25,598	29,158	3,560
		104,313	115,670	125,440	9,770
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 743,061	\$ 775,000	\$ 775,000	
62085	Other Professional Services	8,775			
62135	Governmental Services	994,466	1,709,802	2,227,400	517,598
62170	Private Contractual Services	1,948,918	2,482,331	2,362,707	(119,624)
62230	BWP Billing Service	380,922	738,117	864,122	126,005
62235	Services of Other Dept - Indirect	213,602	252,415	178,169	(74,246)
62316	Software & Hardware	8,568	10,000	12,000	2,000
62415.1000	Uncollectible Receivables - Fee	727			
62420	Books & Periodicals		150	150	
62435	General Equip Maint & Repair	80,457	82,890	135,769	52,879
62470	F533 Office Equipment Rental	1,619	1,619	1,619	
62735	Emissions & Permit Fees	78,917	90,000	90,000	
62755	Training		395	395	
62820	Bond Interest & Redemption	952,622	879,798	801,478	(78,320)
62825	Bond Issuance Costs	69,600	69,600	69,600	
62830	Bank Service Charges	10,881	8,814	13,814	5,000
62895	Miscellaneous		150	150	
63005	Depreciation	2,260,777			
		7,753,912	7,101,081	7,532,373	431,292
CAPITAL OUTLAY					
15101	Vehicles - Clearing		\$ 200,000		\$ (200,000)
			200,000		(200,000)
CAPITAL IMPROVEMENTS					
15022.15734	Seismic Retrofit-Water Rec Plant		\$ 698,663		\$ (698,663)
15032.1565	Infrastructure Work	169,815			
15042.13648	Plant Upgrade-Nitrogen Removal	5,533,361			
15042.13650	Sanitary Sewer Rep. & Upgrades	27,352	900,000	900,000	
15042.14933	BWRP Metal and Toxic Removal			1,000,000	1,000,000
15042.14293	Water Rec Plant Oper Impvts		198,757	243,000	44,243
15042.15722	Equalization Basin Project	185,762	2,000,000	2,000,000	
15042.15725	HVAC Replacement at WRP	22,497			
15052.15210	Hyperion Capital Construction		775,877	1,540,600	764,723
		5,938,787	4,573,297	5,683,600	1,110,303
PROGRAM TOTAL		\$ 13,797,012	\$ 11,990,048	\$ 13,341,413	\$ 1,351,365

Water Reclamation & Sewer Fund

Sewer Maintenance Program

494PW23D

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2005-06	FY 2006-07	FY 2007-08	PRIOR YEAR
STAFF YEARS		6.000	7.000	7.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 192,063	\$ 362,648	\$ 383,820	\$ 21,172
60006	Overtime	20,049	32,452	32,261	(191)
60012	Fringe Benefits	93,305	198,662	215,437	16,775
		305,417	593,762	631,518	37,756
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 31,478	\$ 23,723	\$ 34,000	\$ 10,277
62170	Private Contractual Services	16,855	77,000	64,000	(13,000)
62235	Services of Other Dept - Indirect	197,918	162,865	185,782	22,917
62300	Special Departmental Supplies	7,879	23,689	22,000	(1,689)
62380	Chemicals	786	10,625	10,625	
62435	General Equip Maint & Repair	5,145	41,238	41,238	
62475	F532 Vehicle Equipment Rental	79,118	88,561	53,726	(34,835)
62485	F535 Comm Equip Rental	2,733	3,140	4,912	1,772
62496	F537 Computer Equip Rental	1,213	1,444	2,415	971
62700	Memberships & Dues	115	389	1,400	1,011
62755	Training	285	4,300	4,300	
63005	Depreciation	5,323			
		348,848	436,974	424,398	(12,576)
CAPITAL IMPROVEMENTS					
15042.16716	Trash Excluders		\$ 120,000	\$ 150,000	\$ 30,000
15122.13647	Pump Station Improvements			80,000	80,000
15122.13647	Sewer Manhole Adjustment	1,576	20,000	20,000	
		1,576	140,000	250,000	110,000
PROGRAM TOTAL		\$ 655,841	\$ 1,170,736	\$ 1,305,916	\$ 135,180

WATER REC & SEWER - OPERATIONS

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2005-06	STAFF YEARS 2006-07	STAFF YEARS 2007-08	CHANGE FROM PRIOR YEAR
ASST PW DIR - WASTEWTR		1.000	1.000	
PRINCIPAL CIVIL ENGR	1.000			
SR CIVIL ENGINEER	1.000	1.000	1.000	
SANT CIVIL ENGR ASSOC	1.000	1.000	1.000	
CIVIL ENGR ASSISTANT	1.000	1.000	1.000	
TOTAL FULL TIME	4.000	4.000	4.000	
		*	*	*
TOTAL STAFF YEARS	4.000 (4)	4.000 (4)	4.000 (4)	

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

WATER REC & SEWER - MAINTENANCE

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2005-06	STAFF YEARS 2006-07	STAFF YEARS 2007-08	CHANGE FROM PRIOR YEAR
PUBLIC WORKS SUPV	1.000	1.000	1.000	
COLLECTION SYS LDWORKER	1.000	1.000	1.000	
COLLECTION SYS JOURNEYMN	2.000	2.000	2.000	
SKILLED WORKER	2.000	3.000	3.000	
TOTAL FULL TIME	6.000	7.000	7.000	
		*	*	*
TOTAL STAFF YEARS	6.000 (6)	7.000 (7)	7.000 (7)	

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

Golf Fund

Fund 495

DESCRIPTION

The City of Burbank, under the supervision of the Park, Recreation and Community Services Department, owns and operates the DeBell Golf Course facility which consists of an 18 hole course; a 9 hole course; 3 par course; a driving range; and, a clubhouse. The maintenance and operational costs of the DeBell Golf Course, as well as the financial support for all capital improvement projects related to this facility, are completely funded by golf fees.

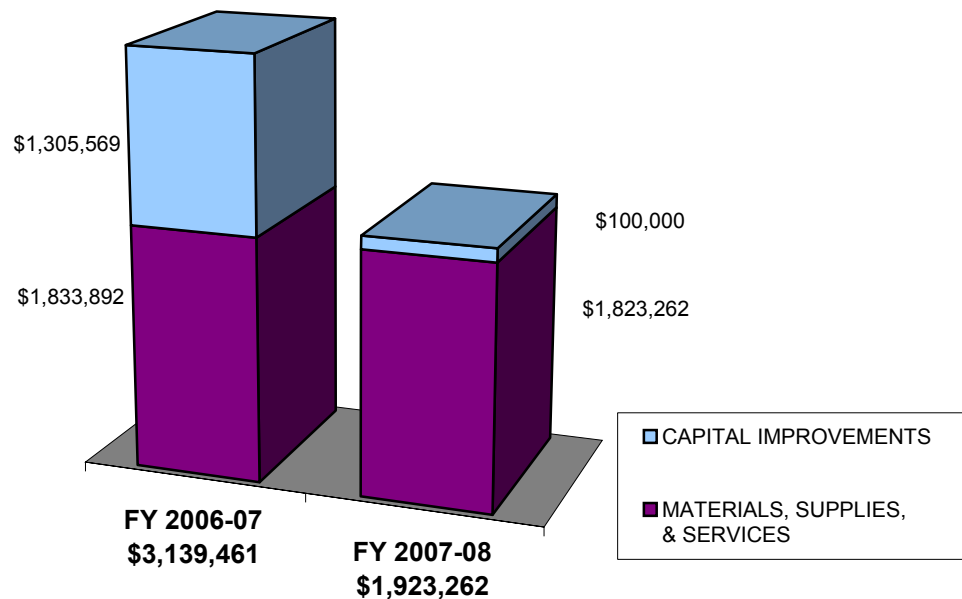
OBJECTIVES

- Provide the community with an aesthetic, challenging, and well maintained public golf complex.
- Complete the golf course capital improvement projects as defined in the Capital Improvement Program (CIP) document.
- In conjunction with the Park, Recreation and Community Services Board, continue to evaluate the existing fee structure for the DeBell Golf Course.
- Begin the construction phase of the new clubhouse facility.

FUND SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 1,749,369	\$ 1,833,892	\$ 1,823,262	\$ (10,630)
Capital Improvements	381,357	1,305,569	100,000	(1,205,569)
TOTAL	\$ 2,130,726	\$ 3,139,461	\$ 1,923,262	\$ (1,216,199)

GOLF FUND 495 SUMMARY



Golf Fund

495PR27A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2005-06	FY 2006-07	FY 2007-08	PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 252,504	\$ 286,559	\$ 286,559	
62085	Other Professional Services	675,836	554,048	554,048	
62170	Private Contractual Services	326,181	328,828	328,828	
62215	Insurance Supplement	17,252	16,740	16,740	
62220	Insurance	24,587	17,614	17,614	
62235	Services of Other Dept-Indirect	317,585	448,870	436,888	(11,982)
62240	Services of Other Dept - Direct		17,633	18,985	1,352
62300	Special Departmental Supplies	512	6,901	6,901	
62310	Office Supplies	1,761	5,187	5,187	
62440	Office Equip Maint & Repairs		2,000	2,000	
62450	Build Grounds Maint & Repairs	19,803	27,000	27,000	
62470	F533 Office Equipment Rental	563	563	563	
62515	General Information		800	800	
62525	Photography		100	100	
62700	Memberships & Dues				
62895	Miscellaneous	542	10,100	10,100	
63005	Depreciation	112,243	110,949	110,949	
		1,749,369	1,833,892	1,823,262	(10,630)
CAPITAL IMPROVEMENTS					
15011	Irrigation Automation		\$ 44,652		\$ (44,652)
15012.13634	Land Improvements - Par 3	99,403	55,000	25,000	(30,000)
15012.17845	Renovations to Tee Boxes			75,000	75,000
15022.13635	Debell Clubhouse	281,954	1,205,917		(1,205,917)
		381,357	1,305,569	100,000	(1,205,569)
TOTAL		\$ 2,130,726	\$ 3,139,461	\$ 1,923,262	\$ (1,216,199)

Refuse Collection & Disposal Fund

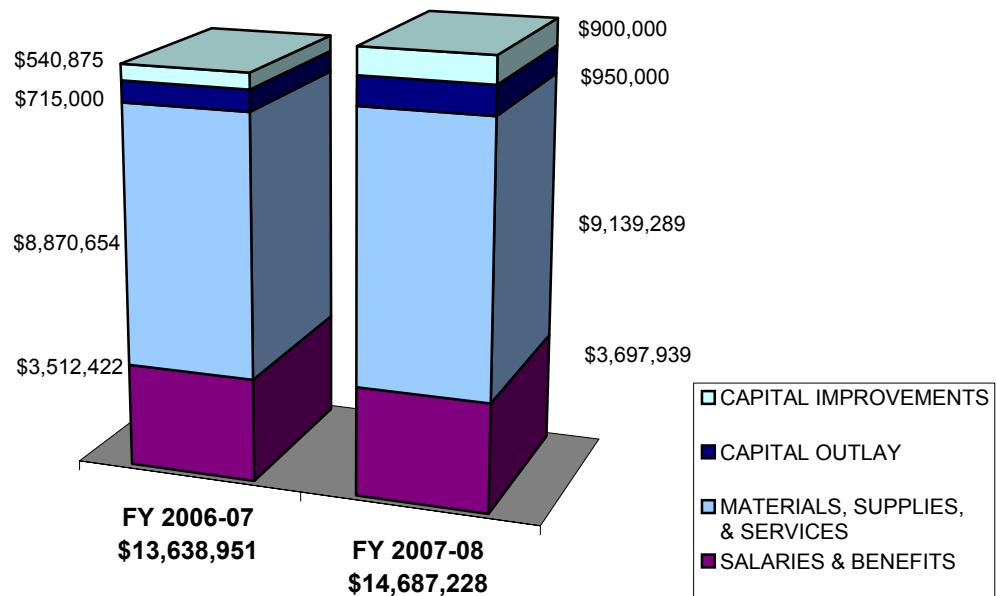
Fund 498

The Refuse Collection and Disposal Fund consists of three sections: Refuse Collection, Refuse Disposal, and Recycling. Refuse collection, disposal, and recycling revenues are generated from user fees charged to all residents and commercial/industrial users.

FUND SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	44.743	45.743	45.743	
Salaries & Benefits	\$ 3,177,365	\$ 3,512,422	\$ 3,697,939	\$ 185,517
Materials, Supplies, Services	8,104,479	8,870,654	9,139,289	268,635
Capital Outlay		715,000	950,000	235,000
Capital Improvements	1,340,832	540,875	900,000	359,125
TOTAL	\$ 12,622,676	\$ 13,638,951	\$ 14,687,228	\$ 1,048,277

REFUSE COLLECTION & DISPOSAL FUND 498 SUMMARY



Refuse Collection & Disposal Fund

Refuse Collection Section

498PW31A

The Refuse Collection section is responsible for servicing all single family residential units, 60% of the multi-family residential units in the City, and 10% of all commercial/industrial customers in the City. Collection and disposal revenues are generated from fees charged to all residents and commercial users. The Refuse Division assists with the implementation of the City's Source Reduction and Recycling Plan (AB 939).

OBJECTIVES

- Maintain the City's high rate of solid waste diversion through the development and implementation of source reduction, recycling, and greenwaste collection programs.
- Provide excellent customer service while safely removing and delivering refuse, greenwaste, recyclables, and bulky items from customers to appropriate receiving facilities.
- Maintain accurate and retrievable records relating to refuse, greenwaste, and recycling collection.

BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as, temporary labor to cover staff shortages, special projects, and public information signs on the sides of the refuse trucks.

The BWP Billing Service account reimburses Burbank Water and Power for billing and collecting revenues from all refuse customers for the Public Works Department.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology). This allocation is calculated based on the annual cost allocation study following Federal Office of Management and Budget guidelines.

SECTION SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	35.743	36.743	36.743	
Salaries & Benefits	\$ 2,437,800	\$ 2,710,882	\$ 2,840,708	\$ 129,826
Materials, Supplies, Services	4,478,999	5,252,572	5,307,996	55,424
Capital Outlay		715,000		(715,000)
Capital Improvements		175,000		(175,000)
TOTAL	\$ 6,916,799	\$ 8,853,454	\$ 8,148,704	\$ (704,750)

Refuse Collection & Disposal Fund

Refuse Disposal Program

498PW31B

The Refuse Disposal section operates the City's landfill in accordance with federal, state, county, and local regulations and permits. Based on the present rate of disposal, the permitted landfill capacity is designed to last until the year 2053.

OBJECTIVES

- Maintain safe and adequate landfill operations.
- Compact and cover refuse each day with alternative daily cover (reusable tarps).
- Maintain all records, complete all reports, and comply with permit conditions required by agencies that regulate the landfill.
- Maintain landscaping and irrigation improvements as required by the Conditional Use Permit and the Regional Water Quality Control Board.
- Install composite liner on side slopes of active area of Landfill No. 3, per Federal Subtitle D requirements.
- Expand landfill gas collection system in Landfill No. 3 and operate and maintain the landfill gas collection system.
- Provide landfill gas emissions monitoring, testing, analysis, and reporting.
- Provide groundwater and surface water quality monitoring, including sampling, analysis, and reporting.
- Operate the City's greenwaste transfer site at the landfill.

BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as, engineering design and landfill permitting; landfill gas collection system operation, monitoring, and maintenance; groundwater and surface water quality monitoring; landscape and irrigation system maintenance and landscape architectural services; and specialty technician services for groundwater well pump maintenance; methane migration monitoring and alarm system; and an automated truck weighing system. Refer to the Professional Services Agreements (PSA) listing in the Appendix for detailed information.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

CHANGES FROM PRIOR YEAR

The Materials, Supplies & Services budget includes an increase in Private Contractual Services required for consultant work at the Burbank Landfill.

SECTION SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	5.000	5.000	5.000	
Salaries & Benefits	\$ 445,710	\$ 458,484	\$ 489,029	\$ 30,545
Materials, Supplies, Services	2,589,665	2,480,973	2,566,317	85,344
Capital Outlay			950,000	950,000
Capital Improvements	1,340,832	280,875	900,000	619,125
TOTAL	\$ 4,376,207	\$ 3,220,332	\$ 4,905,346	\$ 1,685,014

Refuse Collection & Disposal Fund

Recycling Section

498PW31C

The Recycling section activities include the curbside collection of recyclables for single-family residential, a portion of multi-family residential, and commercial recycling collection. This section also provides public education and outreach on numerous environmental issues; operating several other recycling programs such as oil recycling and composting. The operation to process recyclables at the Recycle Center is conducted by a private contractor and administered by the Street and Sanitation Division, while in-house City staff conducts the public outreach and administers the other recycling programs.

OBJECTIVES

- Continue the Source Reduction and Recycling Element, as required by the California Integrated Waste Management Act of 1989. Work with the business community to assist them in developing recycling and source reduction plans.
- Continue a comprehensive public awareness program to inform residents about recycling of solid waste and household hazardous waste.
- Operate the Learning Center area with "hands on" exhibits and displays at the Recycle Center. Increase recycling goals to reduce the waste deposited in the landfill by targeting businesses to raise the overall level of business recycling.

BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as, the private waste collector fee audit per Ordinance No. 3310; office and building equipment maintenance contractors; waste oil, oil filters and anti-freeze removal from the Recycle Center; professional and artistic services; and public awareness campaigns to promote recycling, source reduction workshops, and special education events.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	4.000	4.000	4.000	
Salaries & Benefits	\$ 293,855	\$ 343,056	\$ 368,202	\$ 25,146
Materials, Supplies, Services	1,035,815	1,137,109	1,264,976	127,867
Capital Improvements		85,000		(85,000)
TOTAL	\$ 1,329,670	\$ 1,565,165	\$ 1,633,178	\$ 68,013

Refuse Collection & Disposal

Refuse Collection

498PW31A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2005-06	FY 2006-07	FY 2007-08	PRIOR YEAR
STAFF YEARS		35.743	36.743	36.743	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,693,567	\$ 1,754,912	\$ 1,825,342	\$ 70,430
60006	Overtime	21,463	39,167	39,167	
60012	Fringe Benefits	722,770	916,803	976,199	59,396
		2,437,800	2,710,882	2,840,708	129,826
MATERIALS, SUPPLIES, SERVICES					
62135	Governmental Services		\$ 2,327	\$ 2,327	
62140	Special Services	1,748	14,000	14,000	
62170	Private Contractual Services	260,776	216,511	276,511	60,000
62220	Insurance	66,184	73,017	47,414	(25,603)
62230	BWP Billing Service	428,531	711,761	797,987	86,226
62235	Services of Other Dept - Indirect	546,971	744,442	674,504	(69,938)
62240	Services of Other Dept - Direct	854,693	799,657	793,871	(5,786)
62300	Special Departmental Supplies	118,197	131,621	131,621	
62310	Office Supplies	22	3,000	3,000	
62405	Uniform & Tool Allowance	10,406	16,000	16,000	
62415	Uncollectible Receivables - Fee	727			
62435	General Equip Maint & Repair		1,530	1,530	
62440	Office Equip Maint & Repair		300	300	
62470	F533 Office Equipment Rental	597	597	597	
62475	F532 Vehicle Equipment Rental	1,057,273	1,262,127	1,272,958	10,831
62485	F535 Comm Equip Rental	102,969	111,699	115,337	3,638
62496	F537 Computer Equip Rental	10,266	10,598	6,654	(3,944)
62700	Memberships & Dues	171	756	756	
62755	Training	1,815	5,159	5,159	
63005	Depreciation	1,017,653	1,147,470	1,147,470	
		4,478,999	5,252,572	5,307,996	55,424
CAPITAL OUTLAY					
15101	Vehicles - Clearing		\$ 715,000		\$ (715,000)
			715,000		(715,000)
CAPITAL IMPROVEMENTS					
15022.15718	CNG Time Fill Station		\$ 175,000		\$ (175,000)
			175,000		(175,000)
PROGRAM TOTAL		\$ 6,916,799	\$ 8,853,454	\$ 8,148,704	\$ (704,750)

Refuse Collection & Disposal

Refuse Disposal

498PW31B

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2005-06	FY 2006-07	FY 2007-08	PRIOR YEAR
STAFF YEARS		5.000	5.000	5.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 298,533	\$ 299,648	\$ 316,762	\$ 17,114
60006	Overtime	19,848	19,977	19,977	
60012	Fringe Benefits	127,329	138,859	152,290	13,431
		445,710	458,484	489,029	30,545
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 52,788	\$ 79,000	\$ 79,000	
62135	Governmental Services	96,965	130,000	130,000	
62140	Special Services	375	3,000	3,000	
62170	Private Contractual Services	638,935	610,500	780,000	169,500
62225	Custodial Services	241			
62235	Services of Other Dept - Indirect	156,437	163,108	108,270	(54,838)
62300	Special Departmental Supplies	12,349	16,995	16,995	
62405	Uniform & Tool Allowance	2,020	2,000	2,000	
62430	Auto Equip Maint & Repair	16			
62475	F532 Vehicle Equipment Rental	266,826	421,694	425,821	4,127
62485	F535 Comm Equip Rental	89	67	145	78
62496	F537 Computer Equip Rental	2,209	2,452	1,109	(1,343)
62700	Memberships & Dues	583	800	800	
62710	Travel	(49)	1,932	1,932	
62755	Training	1,115	3,000	3,000	
62820	Bond Interest & Redemption	601,969	569,577	537,397	(32,180)
62825	Bond Issuance Costs	44,920	44,920	44,920	
62830	Bank Service Charges	3,100	3,600	3,600	
62895	Miscellaneous		50	50	
62920	Trust Fund Set Aside	621,450	428,278	428,278	
63005	Depreciation	87,327			
		2,589,665	2,480,973	2,566,317	85,344
CAPITAL OUTLAY					
15101	Vehicles - Clearing			\$ 950,000	\$ 950,000
				950,000	950,000
CAPITAL IMPROVEMENTS					
15012.13645	Landfill Partial Closure	\$ 379,558			
15012.14973	Landfill Liner Construction	682,711		900,000	900,000
15012.15778	Landfill Drainage Improvements	278,563			
15032.16781	Seismic Retrofit - Locker Room		220,875		(220,875)
15041	Landfill Drainage Improvements		60,000		(60,000)
		1,340,832	280,875	900,000	619,125
PROGRAM TOTAL		\$ 4,376,207	\$ 3,220,332	\$ 4,905,346	\$ 1,685,014

Refuse Collection & Disposal

Recycling

498PW31C

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2005-06	FY 2006-07	FY 2007-08	PRIOR YEAR
STAFF YEARS		4.000	4.000	4.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 212,879	\$ 245,265	\$ 258,827	\$ 13,562
60006	Overtime	2,182	4,000	4,000	
60012	Fringe Benefits	78,794	93,791	105,375	11,584
		293,855	343,056	368,202	25,146
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services		\$ 500	\$ 500	
62170	Private Contractual Services	701,217	782,850	912,850	130,000
62170.14977	Document Bev Container	2,453			
62170.15005	City/County Funding	500			
62170.15103	Used Oil Block Grant 10th Cycle	9,331			
62170.15895	Oil Block Grant 11th Cycle	21,692	27,000		(27,000)
62170.17534	Oil Block Grant 13th Cycle			27,000	27,000
62170.16005	Dept. Conserv., City/Co. Grant	15,551	29,000		(29,000)
62170.17535	Dept. Conserv., City/Co. Grant			29,000	29,000
62235	Services of Other Dept - Indirect	211,397	188,250	188,121	(129)
62300	Special Departmental Supplies	20,809	55,800	55,800	
62310	Office Supplies	16,183	26,300	26,300	
62405	Uniform & Tool Allowance	208	275	275	
62420	Books & Periodicals	461	510	510	
62440	Office Equip Maint & Repair	47	350	350	
62475	F532 Vehicle Equipment Rental	2,964	3,576	3,266	(310)
62496	F537 Computer Equip Rental	6,656	6,938	5,244	(1,694)
62700	Memberships & Dues	758	3,500	3,500	
62710	Travel	378	2,160	2,160	
62755	Training	1,355	1,600	1,600	
62895	Miscellaneous	2,084	8,500	8,500	
63005	Depreciation	21,771			
		1,035,815	1,137,109	1,264,976	127,867
CAPITAL IMPROVEMENTS					
15022.16677	Repair/Replace Roll Up Doors		\$ 75,000		\$ (75,000)
15022.1668	Learning Center Improvements		10,000		(10,000)
			85,000		(85,000)
PROGRAM TOTAL		\$ 1,329,670	\$ 1,565,165	\$ 1,633,178	\$ 68,013

REFUSE COLLECTION & DISPOSAL

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2005-06	STAFF YEARS 2006-07	STAFF YEARS 2007-08	CHANGE FROM PRIOR YEAR
RECYCLING COORDINATR	1.000	1.000	1.000	
LANDFILL SUPERVISOR	1.000	1.000	1.000	
SR SANITATION SUPV	1.000	1.000	1.000	
SANITATION SUPV	1.000	1.000	1.000	
SANITATION LEADWORKER	1.000	1.000	1.000	
RECYCLING SPECIALIST	1.000	1.000	1.000	
LANDFILL LEADWORKER	1.000	1.000	1.000	
HEAVY EQUIPMENT OPR	2.000	2.000	2.000	
REFUSE UTILITY WKR	2.000	2.000	2.000	
SANITATION WORKER	24.000	24.000	24.000	
SR CLERK	2.000	2.000	2.000	
SR SECRETARY	1.000	1.000	1.000	
INTERMEDIATE CLERK	1.000	2.000	2.000	
UTILITY WORKER	3.000	3.000	3.000	
TOTAL FULL TIME	42.000	43.000	43.000	
Part Time	*	*	*	
SANITATION WORKER	1.743 (7)	1.743 (7)	1.743 (7)	
WORK TRAINEE I	0.500 (1)	0.500 (1)	0.500 (1)	
SKILLED WORKER	0.500 (1)	0.500 (1)	0.500 (1)	
TOTAL PART TIME	2.743 (9)	2.743 (9)	2.743 (9)	
	*	*	*	
TOTAL STAFF YEARS	44.743 (51)	45.743 (52)	45.743 (52)	

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

NOTE: Skilled Worker position is a full-time position split equally between Funds 498 and 532.